



MIAMI COUNTY RECYCLING DISTRICT

MIAMI COUNTY RECYCLING DISTRICT BOARD MEETING

MONDAY, JUNE 20, 2016 1:00 P.M.

MIAMI COUNTY RECYCLING DISTRICT

2651 W LOGANSPOUR ROAD PERU, IN

MINUTES

The Miami County Recycling District held a meeting of the Board of Directors on Monday, June 20, 2016 at 1:00 P.M. in the District Conference Room at the Miami County Recycling District located at 2651 West Logansport Road, Peru, Indiana.

Attending:

Board Members: Don Morris–Vice–Chairman–Town of Converse, Joshua Francis – County Commissioner, Jerry Hamman– County Commissioner, Shirley Mull–County Council, Tom Gustin–City Council, Gabriel Greer–Mayor of Peru.

Absent: Larry West–Chairman–County Commissioner.

Staff Attending: Samantha St. John–Director, Bill Berkshire–Legal Counsel.

Absent: Carla Weaver–Assistant Director/Recording Secretary (working normal check-in and unloading of materials).

Others: Bobbie Dausch– Contractor Representative for the District, Mike Rorvik– Contractor for the District, Debbie Hackman–Indiana RCAP, Daniel Herda–Peru Tribune, Jen Rankin–Wabash Co. Solid Waste Dist. Director.

Call to Order: Vice–Chairman Don Morris called the meeting to order at 1:03 P.M.

Approval of Minutes:

- Board members reviewed the meeting minutes from the May 16, 2016 Board of Directors meeting. *Mr. Gustin motioned to approve meeting minutes; Mr. Greer seconded. Motion carried (6–0).*

Approval of Financial Report and Claims:

- Board members reviewed the Financial report and claims. *Mr. Gustin motioned to approve the financial report and claims; Mr. Greer seconded. Motion carried (6-0).*

Director's Report:

- Mrs. St. John informed the board that bills were due May 31. Approximately 88% of the collections are in. We will try to take a laptop to the fair in the evening to be able to check accounts for people to see if they have paid their bill or not. If not, we will provide them with the information they need to be able to pay online or by phone. We have better displays in our booth this year due to being able to borrow from Wabash County and Jackson County Solid Waste Districts. We received our brochures to hand out late last week with our new information and hope to be able to answer questions for people as they stop by our booth.
- Mrs. St. John told the board the Auditor has provided the numbers to be ported so we can have caller ID. Andy Ball from Intrasect noted that our fax number was not on the list. Mrs. St. John thought there was not a lot of use from the fax line, and it could save the district some money to use scanned documents instead.
- Mrs. St. John told the board Carla and Susan were working on getting the late notices ready to send out. This is a very long and time consuming process, as every account is checked twice for payment accuracy, ownership, and correct address. We hope to send out late notices the week of July 11th.

Lawyer's Report:

- Mr. Berkshire has reviewed Resolution 4-19-10. He noted to the board there are individuals questioning the language of the resolution about whether office buildings should be charged per office unit or per building. The district has always charged buildings with multiple units as the number of units in the building. The language in the resolution is unclear. The resolution states residence, but does not clarify what is to be done for buildings with multiple businesses. The question has come up previously, but has not been resolved. Mr. Gustin, Mr. Francis, and Mrs. St. John will meet to come up with a preliminary plan to correct this issue. Once something is in place, Mr. Berkshire will review plans and changes.
- Mr. Berkshire presented Resolution NO. 1, 2016 to satisfy the State's Internal Control Standards policies that the District is working on a plan to be in place before December 31, 2016. *Mr. Francis motioned to put Resolution NO. 1,*

2016 in place to meet the state requirements for the State's Internal Control Standards; Mr. Greer seconded. Motion carried (6-0).

Old Business:

- The "White Goods" Pick Up program was discussed. Mrs. St. John presented some current facts to the board. Based on the claims turned in by the current contractor (R&B Contractor), there have been 598 pickups and a total of \$31,464.50 paid. That works out to \$52.61 per pickup, nearly double what the yearly fee is per property owner. Based on the addresses from the district log sheet, 76% are in the city of Peru. Based on the items logged on the district tracking sheet, 12% are true "white goods" according to what the state describes in IC13-11-2-266. She suggested white goods could be brought to the district, like other items that have IDEM mandates. District staff could be certified and trained in refrigerant removal. Other nearby districts are handling white goods in this manner. We have had residents call or stop in the office and ask if we are accepting large appliances at our location. We currently are explaining to them not at this time, but we hope to expand this service in the very near future. If allowed to hire an individual to work in the warehouse, that would be less costly than continuing the current pick up program. This additional help could save the district money in other areas such as grounds keeping also. A recent survey was sent out on behalf of the Miami County SWMD by the State Association, and 40 districts replied. No other district in the state has a pick up program, no other district pays for heavy trash disposal, and if white goods are collected, the program is handled at the district location daily, or at a special collection event. The Miami County SWMD needs to develop a public education program as mandated in SB 131 in 2013. The district will have to start its education programs from scratch, as there has been no money in the budget for this program in years past. Some board members are still concerned about discontinuing the pickup of mattresses and other unrecyclable items that are trash and illegal dumps August 1. Mr. Gustin reiterated this is a recycling program and not a trash pickup program and the district should not be handling these items. Educating the public was discussed and Mrs. St. John noted that she has several radio ads remaining in her package, along with advertising that can be used in the newspaper. Notifications can be placed on the county website as well. The district still provides two clean up days to allow residents to dispose of their heavy trash, furniture and mattresses. Jen Rankin, director of Wabash

County Solid Waste District was asked how many mattresses were received in the recent Wabash City Spring Cleanup event. There were six mattresses picked up in the entire city of Wabash during this time.

- Mr. Morris stated there needs to be new policies set in place for District services. He stated there needs to be a clear statement of what kind of pick up program we would have going forward and what would be advertised. Mr. Gustin, Mr. West, and Mrs. St. John will resume working on proposal specifications. *Mr. Francis motioned to solicit a Request for Proposal for white goods only pick up program until December 31, 2016 after approval from Mr. Berkshire prior to the next meeting; Mr. Greer seconded. Motion carried (6-0).*

New Business:

- The 2017 budget was reviewed. There were several new costs associated with having our own facility. There was discussion of the cost of grounds keeping. Mrs. St. John noted she used the amount requested in the Wabash County SWMD budget due to the acreage area being a similar size. She noted that by hiring a part time warehouse employee the grounds keeping costs could be lower. *Mr. Gustin motioned to approve the 2017 budget in the amount of \$467,459.00; Mrs. Mull seconded. Motion carried (6-0).* Mr. Francis requested to see a quarterly report with a breakdown of costs related to each category (Personal Services, Supplies, Other Services, and Capital Outlays).
- Mr. Hamman mentioned concern about bringing timekeeping up to State Internal Controls Standards. Mrs. St. John noted there is a handwritten form, but no computer form at this time. She further stated that she is aware that this is an area that will need to be addressed to bring the district into compliance, and other financial standards.

Public Comments: None.

Next Board Meeting:

- **BOARD OF DIRECTORS– JULY 18, 2016 at 1:00 P.M. 2651 W LOGANSPOUR RD. PERU, IN 46970**

Adjournment: *Adjournment was unanimous.*

Samantha ST John, Director

Don Morris, Board Vice–Chairman